

VILLAGE OF EAGLE
APPROVED REGULAR BOARD MEETING MINUTES
May 9, 2013

The Village Board meeting was called to order by President Spurrell on May 9, 2013 at 7:00 p.m. Open meeting law requirements were confirmed as having been met. Roll Call: Trustees Neuburg, Schoessow, Jones, Scheff, Rice, and President Rich Spurrell. Trustee Degenhardt was absent.

The pledge was led by Mark Schoessow.

Review/Approval of Minutes – (Regular-April 11, 2013)

Motion: Moved by Trustee Scheff, seconded by Trustee Schoessow, to approve the Minutes of the April 11, 2013 meeting. The motion carried 5-0-1 (Rice abstained)..

Consideration of Treasurer's Report, including regular monthly accounts payable.

1) Review new format for Treasurer's Report and budget review

Motion: Moved by Trustee Rice, seconded by Trustee Scheff, to approve the 2012 Treasurer's Report and 2013 Treasurer's Report to date, as well as the accounts payable as presented. The motion carried unanimously.

The Treasurer, Darlene Sterzinger, was present. She gave an overview of the most recently attended Treasurer's Conference. Grant writing was discussed, the results of Act 10, etc. It is important to have someone in the community who can do the grant writing. Investments were discussed as well. There were many vendors present. She pursued two new vendors for accounting and utility billing systems.

She then reported that to better record the Police Department revenues for the Weapon Safety Class, the fees used to go into the General Fund. A new account has been created for those funds for a clearer accounting of those funds. Also, a new revenue account was created to post grant monies, etc. It is called "Seized Property".

She also stated that the 10-day notices for overdue water payments went out. She had to send 128 notices this quarter.

President Spurrell then went on to state that he attached a new format for the Treasurer to follow in the future, if acceptable to the Board. This new format reflects the budget % to date on revenues and expenses for all departments. There was no opposition to the report from the Board.

Clerk's Report

Clerk O'Brien reported that she applied for and received the WMCA Scholarship for the Clerk's Institute, which is in the amount of the tuition of \$459 for 2013.

There is a new home being constructed in the Village on Newbury Drive.

Trustee Neuburg, President Spurrell and the Clerk attended the Board of Review Training on May 8th and are now certified for the upcoming Board of Review. Certification is for two years.

Assessment data is to be input by Magnan Assessments which may not switch over to the new data software program. Because the Village is at 106%, a re-assessment will occur in 2014.

She welcomed Mark Schoessow to the Board, as well as Peter Jones, who is filling Rick Block's term until 2014.

Darlene Sterzinger attended the Treasurer's conference. She gave a short update to the Board of items discussed there. Grant writing was covered in detail.

The Clerk then stated that a dividend was received from the Liability Insurance carrier in the amount of \$171.00. The Village also received the \$125.00 for reviewing the DVD.

Citizen Comments/Concerns

Sharon Royston, 330 Appletree Ln., asked that the Board consider the audit report and recommendations of the auditors, and to consider getting the reserves up to the auditors recommended amount.

Dave Traver, W351S6851 Ulrickson Rd., Eagle, thanked the Police Chief and Fire Chief for the event held this month at the school, which winners were given rides to school one day in the police squad or the fire truck.

Announcements:

President Spurrell welcomed Mark Schoessow to the Village Board for a two year term.

He also took the opportunity to read the response from the District Attorney into the record for the board members so they are aware the outcome of the complaint filed with the DA's office with respect to the ad hoc committee not meeting the open records law. No fines are to be imposed, but all ad hoc committee meetings will be posted per State statutes in the future.

Chief Heim stated that the Fire Commission meets next week. He suggested that all departments call the energy company to do a Focus on Energy audit. The electric company will replace up to 80 light bulbs under grants, with no cost to anyone.

President Spurrell stated that this topic will be brought up at the Building Committee level as well, and they meet next Tuesday.

Chief Ehlers then announced that the Police Dept responded to 161 calls for service and presented his report. He spoke to the raffle Mr. Traver referred to earlier. Grant monies up to \$25,000 can be applied for in the enforcement of heroin in the community.

He also wanted to acknowledge the service of Don Bishop. Don's parents want to be involved in the community in whatever way they can. He will commemorate Don's service at next month's Board meeting.

Baker Tilly Audit Report

Paul Frantz and Matthew Heger were present. Mr. Frantz stated there were new GASB 63 rules to follow in this year's audit. The format is a bit different from last year, mostly due to the new rules. With respect to the General Fund, the Village is reflected at \$70,000 over budget, and with the increase in insurance costs, most of it is accounted for. Impact fees were used from the street projects, which also attributed to the difference. Residential consumption of water increased in the 2nd and 3rd quarter last year, bringing cash in the water utility to \$826,000.

He then referred to pages 1-3 of the overview which outlined material weaknesses. Due to the size and staffing of the office, the internal controls are not sufficient to prepare the financial report. This is common in communities this size.

Pages 4-5 refers to two way communication with respect to the audit. There were no problems in working with Staff during this audit.

Page 6 outlines the deficit fund balance in the general fund, with a negative \$94,000. Reserves are on the short end in their opinion.

Page 7-10, working papers, etc. Mr. Frantz commended Jeanne and Darlene for preparing the working papers and saving the audit firm time by completing spreadsheets, etc. This is moving in the right direction, and they appreciate working with the Village.

President Spurrell stated that with respect to the Fund Balance being negative \$70,000 this year, this does not mean the Village is in the negative. It is a paper number which reflects the Village has some obligations, that being the WRS amount not being paid back, etc. The Village is not in the negative. The cash flow in/out may have an effect on the balance. The number last year was negative \$116,000, so the Village is headed in the correct direction. To get to the \$120,000 in reserve (25% recommended), the Village will need to work to reach that percentage from a bonding standpoint. The Budget Summary the Board receives can be confusing. He referred to the 2% dues received but then forwarded to the Fire Department.

There were also some offsetting items, and the budget was not maintained close enough in the past. Taking funds from the street impact fee looks different on paper as well.

Consideration/action – request of Village Clerk to attend the WMCA Conference to be held in Milwaukee August 21-23, 2013

Trustee Rice asked for more information. Clerk O'Brien stated the hope was to have an agenda by the meeting, however, none was received.

Motion: Moved by Trustee Rice, seconded by Trustee Neuburg, to table the request of the Clerk to attend the WMCA Conference until further information is provided. The motion carried unanimously.

Consideration/action – temporary picnic license for St. Theresa’s Church for dates listed on the schedule attached to the license request

President Spurrell read the dates requested for the events into the record for the Fish Frys, Turkey Dinner, and Spaghetti Dinner, all of which are held at the Church.

Motion: Moved by Trustee Rice, seconded by Trustee Neuburg, to approve granting a picnic license for St. Theresa’s Church as outlined on the schedule attached to the license request, on file at the Clerk’s Office. The motion carried unanimously.

Consideration/action – request of Judy Hernke for an operator’s license to serve at St. Theresa’s for 2013

Motion: Moved by Trustee Scheff, seconded by Trustee Neuburg, to approve the request of Judy Hernke for an operator’s license to serve at St. Theresa’s for 2013. The motion carried unanimously.

Consideration/action-official designated newspaper for the Village of Eagle

Motion: Moved by Trustee Rice, seconded by Trustee Neuburg, to designate the Mukwonago Chief as the Village’s official designated newspaper. The motion carried unanimously.

Consideration/action-official posting locations for the Village of Eagle

Motion: Moved by Trustee Rice, seconded by Trustee Scheff, to approve the posting locations of the Municipal Building, Post Office, and Tasty Z’s as the official posting places for notices for the Village of Eagle. The motion carried unanimously.

Library Director Report

There was no report.

Fire Commission

The Fire Commission will meet next week.

Committee Reports/Action Items: (Information on discussion and action taken at previous meeting(s), future agenda items and upcoming scheduled meeting(s):

Recreation Committee-None.

Nature Trail Committee-Trustee Neuburg stated that Jean Weedman bought trees from the Lions Club for the trail, and the Lions Club donated several trees as well. The trees were then planted by children from the school. The trail burn is still to occur. There were also benches donated to the Library and Nature Trail for use in the Village.

Code & Ordinance-Trustee Rice stated the committee did not meet this month, but will be meeting in June to discuss the water ordinance, pricing, etc. Steve Deegan is being consulted

as to fees currently charged. Trustee Rice asked that the Fire Chief be present at the July meeting to discuss the knock box. President Spurrell asked that the committee also review the Board of Review ordinance as it relates to the Confidentiality Ordinance suggested by the presenter of the Board of Review training. The Clerk will forward the appropriate packet pages for the committee's review.

Public Works-No meeting.

Police & Licensing Committee

Trustee Scheff stated the Police Department is in need of at least two more part-time officers at this time. He would like to schedule interviews for May 28, 2013 at 5 p.m. and will confirm with the Clerk's Office. The next meeting will be June 3, 2013.

He also stated that grant monies will be used for a mass mailing on the proposed construction of the Police Department, which letter will explain where the department is, where it is going to, and the costs involved. The Police Dept will man a booth at the Kettle Moraine Days to provide the public with information and answer questions. President Spurrell asked if the Board members will also be privy to the information to be presented, to which the Police Chief responded yes.

Personnel & Finance

President Spurrell stated that the P&F has met two times since the Board meeting to discuss the Treasurer's Report new format and a Guideline of annual review/action items. The committee also met with four engineers and the recommendation was to recommend Ruekert & Mielke, the current engineer, as they have comparable fees and a working knowledge of the Village. It is the intent to review attorneys for next year, as well as the building inspector.

President Spurrell then stated that he presented the Board with his suggested Committee appointments. This includes the Village Attorney, Shawn Reilly, the Village Engineers, Ruekert & Mielke, the Village Assessor, Magnan Assessments, the Building Inspector, Vince Budiac, the Village Clerk/Deputy Treasurer, Jeanne O'Brien, the Treasurer/Deputy Clerk, Darlene Sterzinger, the Emergency Management Director, Richard Spurrell, and the Committee members assigned as reflected in the handout and on file at the Clerk's Office.

Motion: Moved by Trustee Rice, seconded by Trustee Scheff, to approve all appointments as outlined in these Minutes (above). The motion carried 5-0-1 (Spurrell abstained)

Adjournment

Motion: Moved by Trustee Rice, seconded by Trustee Neuburg, to adjourn the meeting at 8:02 p.m. The motion carried unanimously.

Respectfully submitted,

Jeanne O'Brien, Clerk